

## **Attendance Management**

### **Overview**

Attendance module in HRM facilitates better time keeping. Due to System Generated automated timesheets for weekly or monthly, reduces timesheet errors which leads to better project time management. It enables accurate calculation of working hours which assists in payroll computation minus the errors. It includes scenarios like self-attendance request, self-attendance request approval, employee attendance summary and attendance summary.

### **Attendance Entry**

Administrator has an option to enter attendance manually in case of absence / failure of attendance entry in biometric device or Mobile Attendance app.

### **Self-Attendance Request**

Employee can request for self-attendance in absence of biometric device/Mobile APP or else in case of remote visits

### **Approve Self Attendance Request**

Managers approve or disapprove the self-attendance requests requested by Manager/Team lead.

### **Self-Attendance Request Status**

Employee can view their self-attendance Request Status whether it is Approved or Disapproved.

### **Attendance Summary**

Administrator has an option to see whole organization Employees attendance with number of working days and complete working hours with in the selected dates.

## **Attendance Report**

Administrator has an option to see organization Employees attendance with department wise employee's complete attendance with working hours based on in time and out time and knows whether the employee is present or not for that particular day with in the selected dates.

## **Employee Attendance Summary**

Employees has an option to see their own attendance with working hours based on "in time" and "out time" and knows whether the employee is present or not for that particular day with in the selected dates